

Poolesville High School

17501 Willard Road
Poolesville, MD 20837

Phone: 301-972-7900

Fax: 301-972-7943

Attendance Office: 301-972-7948



Attendance Policy for Students

- I will be in class prior to the bell ringing to signal the start of class and I will remain in class the whole period.
- If I have been absent, I will bring an **absence note** to the Attendance office within **three (3)** school days. Reasons must be specific; i.e. “family emergency, personal reasons” are not sufficient explanations. I understand that the absence remains unexcused if I do not bring a note with a valid reason to the attendance secretary within that time frame.
- I understand a **detention** will be given by a teacher for any **unexcused absence**.
- I understand that missing the school bus, missing a ride, and oversleeping are not excused absences. Family trips and vacations are also unexcused absences.
- Three (3) unexcused tardies = one (1) unexcused absence.
- Five (5) unexcused absences = loss of credit
- If I lose credit in a class, I understand I must still attend class. I can follow the appeal procedure established by the administration.
- If I need to be dismissed from school early, I will report to the attendance office before first period to turn my note in and have my planner stamped with permission for early dismissal. I must report back to the attendance office at that dismissal time and sign out.
- If I am not feeling well, I will obtain a pass from my teacher and report to the health room. The health room will contact my parent/guardian if they find it necessary.
- If I leave school without permission it is unexcused.
- I will only leave school after reporting to the attendance office to **sign out**.
- If I arrive late to school, I understand that I must **sign in** through the attendance office *before* going to class.
- If I become ill during lunch and remain at home I must have a parent or guardian call the Attendance Office before 2:10 of that day to report my absence. A note is required upon return to school. This only pertains to upper classman allowed to leave campus for lunch.
- **I understand that if I arrive or leave school at any time other than normal arrival or dismissal time, I must report to the attendance office.**

I have read the above attendance policies and procedures and agree to abide by them.

Student's Printed Name

Student's Signature

Date

Parent/Guardian's Printed Name

Parent/Guardian Signature

Date